



Denise Juneau, Superintendent
Montana Office of Public Instruction
www.opi.mt.gov

Summer Food Service Program Receiving Record

Completed by Central Kitchen

Receiving Site _____ Date _____

Number of Meals Ordered _____ Time Food Sent _____

Menu	Comments

				Completed by Site Supervisor		
Serving Size	Food Items	Servings Per Pan	Pan Count	Food Temp	Amount Received	Over or Short

Completed by Site Supervisor

Number of Meals Served _____ Time Food Received _____

Child _____

Adult _____

Leftover _____

Site Supervisor Signature _____

Date _____

Return completed form to Central Kitchen daily.